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November 29, 1961

MEMORANDUM FOR: [REDACTED], Assistant Director,
Basic Intelligence, Central Intelligence
Agency

SUBJECT: Procedures for Department of State Support
of NIS Production

We have examined the matter of continuing support for the NIS program by the Department of State and have determined the procedures we shall follow in carrying it out. These procedures are presented below in detail.

If you will refer to your memorandum of November 13, 1961 on the same subject and compare the text of your proposals with the procedures we have adopted, you will find that all the services you listed are provided for, and the changes we have made affect only the responsibilities and operations within State.

I. Procedures for use of INR Office Files and State's Library Facilities by NIS Analysts of other Agencies:

1. All agencies having need of State's file and library resources in discharging NIS production responsibility will provide current lists in three copies of their security-cleared NIS producing personnel to the State NIS Representative. Lists should be in letter form, from the Security Officers of the Agencies, and addressed to the Security Officer of the Department of State. However, the three copies should be sent directly to the State NIS Representative. They should state opposite each name the level of clearance and effective date.

2. The State NIS Representative will deliver the original of each such letter to the State Security Officer. He will deliver one copy to the Department Library and retain the third.

3. Analysts wishing to visit State for NIS production purposes will call the State NIS Representative at least one working day in advance, indicating the NIS Area and subject matter of his interest. After checking the name against the list of cleared eligibles, the State NIS Representative will make appointments with appropriate INR personnel. The visiting analysts will report first to the office of the State NIS Representative and will be given a chit for presentation in the INR regional office or the library as appropriate. When visits require work in the files or library over a period of days, check-in at the State NIS Representative's office is required only on the first visit for each project or when a shift to the files of another INR regional office is desired.

II. Procedures for Department of State Review of NIS Section Drafts, Chapters I, IV and V, and VI (non-Bloc)

1. Three copies of the final drafts of NIS Sections, Chapters IV and V, and VI (non-Bloc), will be forwarded to the State Department NIS Representative.

2. The State NIS

CONFIDENTIAL

- 2 -

2. The State NIS Representative will send one copy to the principal mission in the country concerned with an appropriate instruction requesting comments with indication of the date, not to exceed six weeks, within which they are needed in order to meet publication deadlines.

3. The State NIS Representative will deliver one copy to the INR regional office and one copy to the appropriate country desk officer in the geographical bureau. This will provide an opportunity for the Department of State to comment, if it wishes, on substance and matters of political implication and on the security classification and dissemination controls which have been applied, with the understanding that, in any case, the Department does not have responsibility for the final text.

4. Comments made by the recipients of the draft sections will be addressed to the State Department NIS Representative, who, after they have been coordinated and reconciled as necessary by the INR regional office, will forward the result in a single memorandum to the relevant NIS producing components, with a copy to the Chief, Editorial Division, OBI/CIA. The State NIS Representative will arrange for any subsequent discussions or clarifications which may be necessary on points raised in the commentaries.

5. Two copies of drafts or page proofs of Chapters I will be sent from OBI/CIA to the State NIS Representative. He will deliver one copy to the appropriate INR regional office and indicate the deadline for receipt of comments as set by the NIS Permanent Committee. The INR office will review the proofs, with special reference to State Department's interests, and submit written comments or annotated proofs to the State NIS Representative within the deadline. The State NIS Representative will himself review the 2nd copy of page proofs. Any points of substance arising from either review with respect to the Sections prepared by other agencies will be taken up directly with those agencies by the State NIS Representative. Points raised which involve the interests of NIS contributors as a whole or of several will be brought before the NIS Permanent Committee by the State NIS Representative.

III. Procedures for Department of State Field Collection of NIS Materials for Other Agencies

1. When final NIS Annual Production Schedules are approved by the NIS Permanent Committee, the State NIS Representative will prepare and have transmitted an instruction informing each principal Foreign Post of the Sections of Chapters IV and V, and VI (non-Bloc) scheduled for the particular country and asking for collection against requirements as defined in NIS Standard Instructions and as gaps or errors were revealed by a previously published section.

2. The NIS producing agencies may submit to State requests for field collection on specific detailed items of scheduled sections when gaps are revealed during the research process and when the agency has no appropriate field collection facility of its own. Such requests should be addressed to the State NIS Representative, who will prepare an instruction and have it transmitted in accordance with State's established procedures.

3. Copies of replies received from the field offices in response to NIS collection requests will be forwarded by State NIS Representative to the requesting agency and to OBI/CIA.

Daniel J. Clinton
NIS Representative
Department of State

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